

DUTY STATEMENT

Class Title: Office Technician (Typing)	Position Number: 804-493-1139-801
Unit: Surveillance Processing Unit	
Section: HIV/AIDS Case Registry Section	
Branch: HIV/AIDS Epidemiology Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Office Technician, Typing (OT (T)) is responsible for the review, entry, and editing of HIV and AIDS case information received from local health departments (LHDs). The OT must possess good judgement and the ability to communicate effectively, both orally and in writing. Additionally, the OT must communicate by phone and in writing with peers in the LHDs to correct errors on the report forms.

Supervision Received: General direction from the Staff Services Manager I, Chief of the Surveillance Processing Unit, and functional direction from the Communicable Disease Specialist and the Staff Services Analysts about particular problems with case reports and/or reporting questions.

Supervision Exercised: None

Description of Duties: The OT processes and files HIV and AIDS cases received from LHDs, which requires independent communication by telephone and/or mail with peers in LHDs and cooperation with the Communicable Disease Specialist and Staff Services Analysts assigned to each LHD. The position requires the use of independent judgment on sensitive inquiries regarding confidential health information while obtaining cooperation and logistical support necessary for accurate dissemination of information. The OT must also identify particular types of cases for follow up by other Office of AIDS staff.

Percent of Time Essential Functions

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| 40% | Process confidential HIV/AIDS case report forms submitted by LHDs; review multiple choice and open-ended responses on the forms for completeness and accuracy; independently originate correspondence for Section Chief's signature; communicate both orally and by type-written response with LHDs and Office of AIDS staff to obtain additional information on cases as necessary; provide, in writing, case information to LHDs and provide technical assistance to LHD staff on how to fill out case report forms; and use independent judgment on sensitive inquiries regarding confidential health information while obtaining cooperation and logistical support essential for accurate and timely dissemination of information. |
| 30% | Type sensitive and confidential health-related information into the HARS database; initiate contact with LHDs to obtain information necessary to type complete and correct information into the HARS database; and provide updated case information to LHDs periodically when the HARS database is revised. |
| 25% | Independently originate surveillance-related correspondence and reports by determining appropriate data and format required to meet the needs of the requesting party; route and/or |

file appropriate forms, reports, and invoices to the staff responsible for the review of such documents; and keep appropriate records of the reviews.

Percent of Time	Marginal Functions
5%	Perform other duties as required.

Employee's signature	Date	Supervisor' signature	Date